



AN AASIS TRAINING GUIDE

Advanced Accounts Payable



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Advanced Accounts Payable Accounting Information and Master Data



**BEST IF PRINTED IN
SLIDE VIEW**



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Advanced Accounts Payable

Course Objectives

- Get a better understanding of accounts payable accounting and funding.
- Learn time-saving techniques for direct invoice entry.
- Understand the three-way match and how it affects logistics invoicing.
- Be able to process a MIRO credit memo.
- Learn what reports are available in AASIS for accounts payable functions.
- Get an overview of the process for generating payments from the AASIS system.

Fund Accounting Review

- Before a bill can be paid in AASIS, there must be cash in the FUND and appropriation (budget) in the FUNDS CENTER.
- The Fund refers to the money deposited in the bank or treasury.
- The Funds Center refers to the appropriation or permission to spend money from the agency's appropriation act.
- The timing – the point at which AASIS checks for funds and appropriation – can vary according to the transaction. This will be explained in more detail.

How Does AASIS Know Which Fund to Use?

- The cost center entered on the invoice or purchasing document is linked to a specific fund and funds center combination.
- AASIS derives the fund from the cost center code.

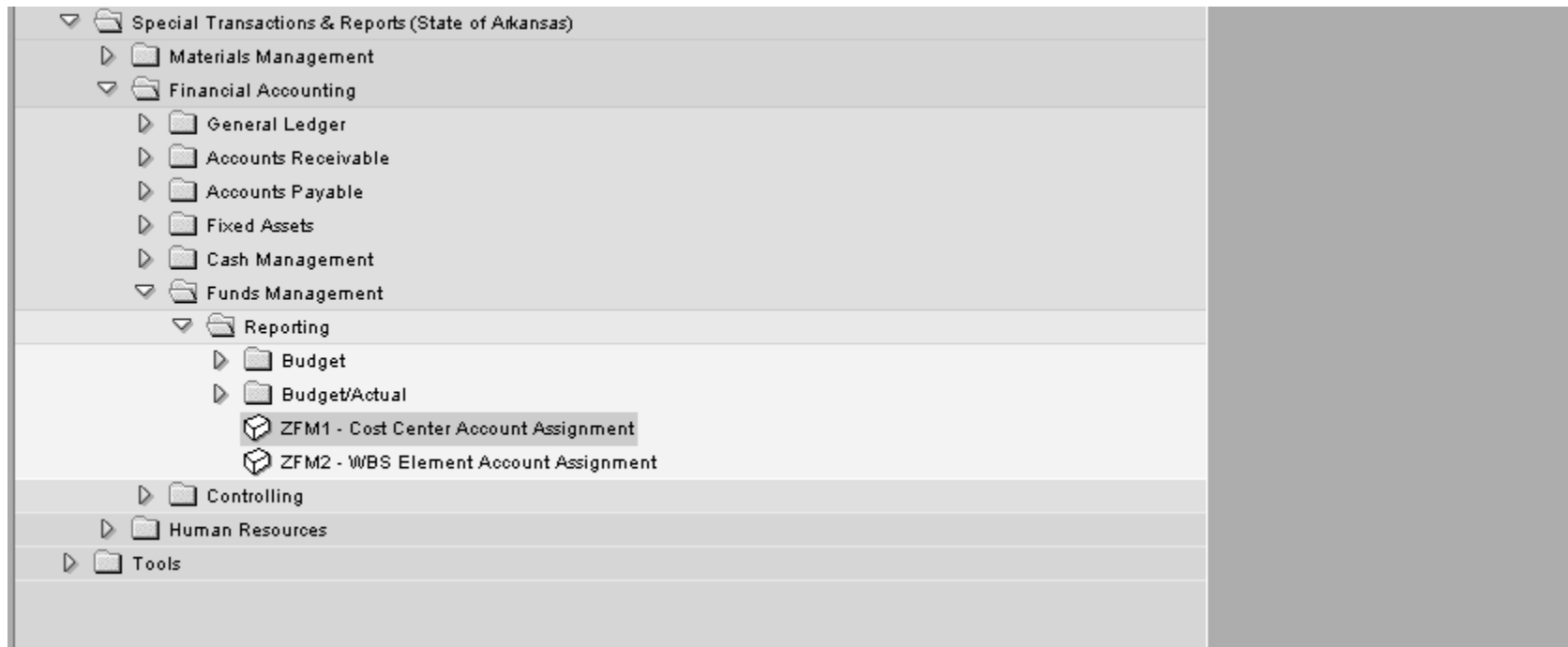
The screenshot shows the SAP 'Document Overview - Display' window for a vendor invoice. The document type is KR (Vendor invoice), and the document number is 1000091913. The company code is ARK, and the fiscal year is 2004. The document date is 07/01/2003, and the posting date is 07/08/2003. The reference document is 07/01/03, and the document currency is USD.

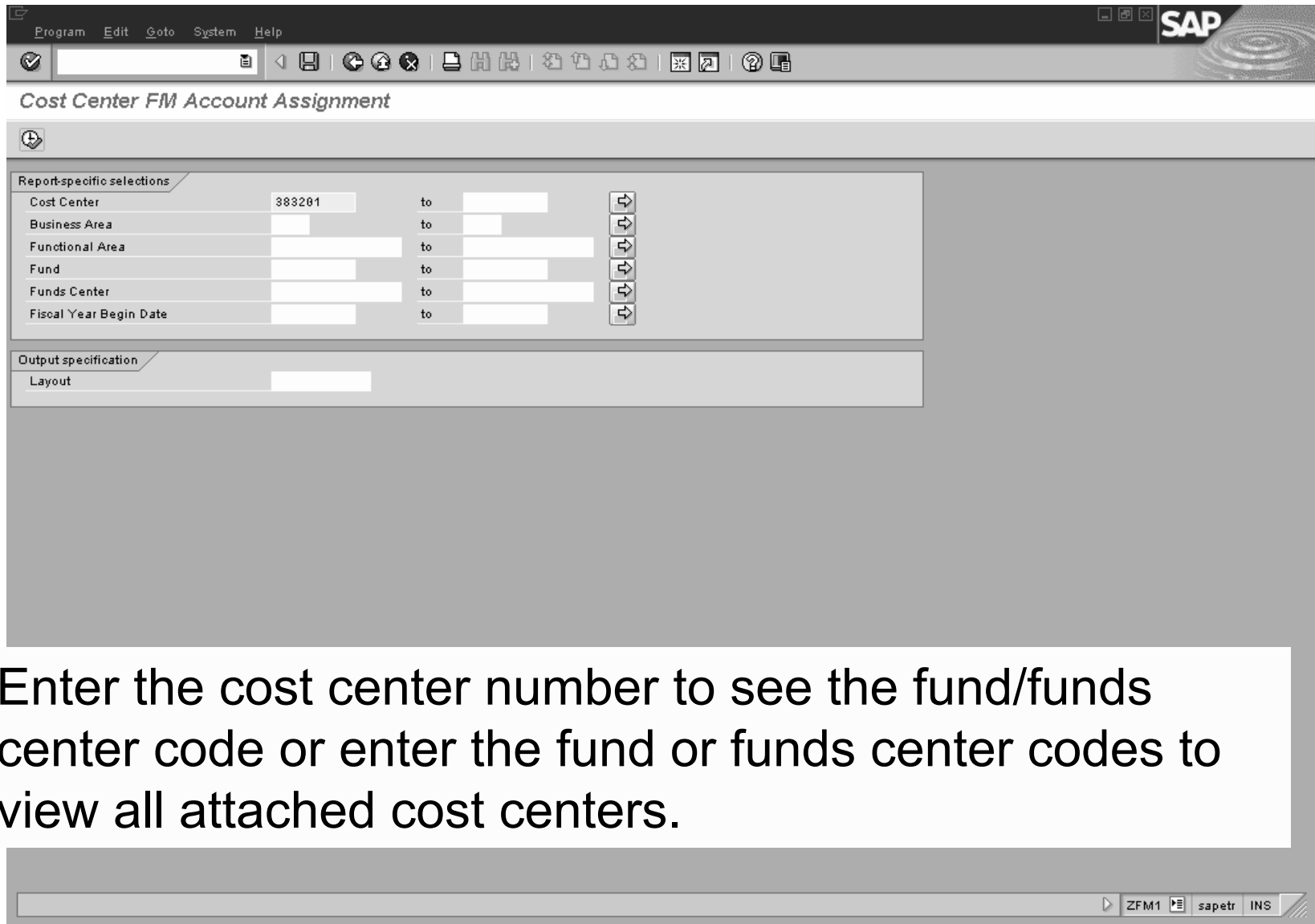
Item	PK	Account	Account short text	Tx	BusA	Fund	Funds Center	Cost Ctr	Amount	Text
1	31	100083460	PONCA BIBLE CAMP		0080				6,000.00-	AGFC-ANNUAL (#2 OF 10) LEASE F
2	40	5040005000	Rent of Facilities		0080	SDG0000	259	470855	6,000.00	

The cost center '470855' in the second row is circled, indicating its link to the fund 'SDG0000' and funds center '259'.

Which Fund and Funds Center Are Attached to Your Cost Center?

- ZFM1 is the transaction to view the cost center-fund-funds center connection.





The screenshot shows the SAP 'Cost Center FM Account Assignment' dialog box. The title bar includes the SAP logo and standard window controls. The menu bar contains 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar has various icons for navigation and actions. The main area is divided into two sections: 'Report-specific selections' and 'Output specification'.

Report-specific selections

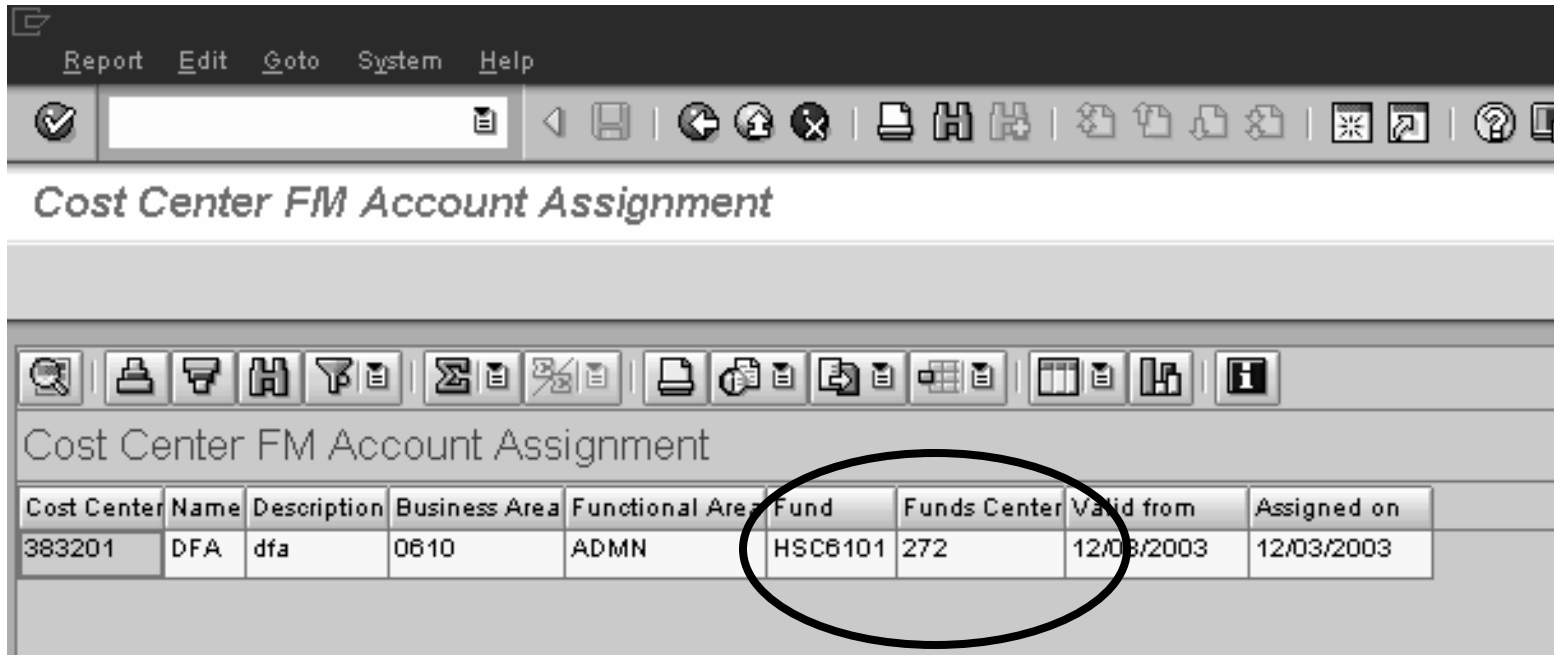
Field	Value	to	Value	Action
Cost Center	383201	to		[Right Arrow]
Business Area		to		[Right Arrow]
Functional Area		to		[Right Arrow]
Fund		to		[Right Arrow]
Funds Center		to		[Right Arrow]
Fiscal Year Begin Date		to		[Right Arrow]

Output specification

Field	Value
Layout	

The status bar at the bottom right shows 'ZFM1', 'sapetr', and 'INS'.

Enter the cost center number to see the fund/funds center code or enter the fund or funds center codes to view all attached cost centers.



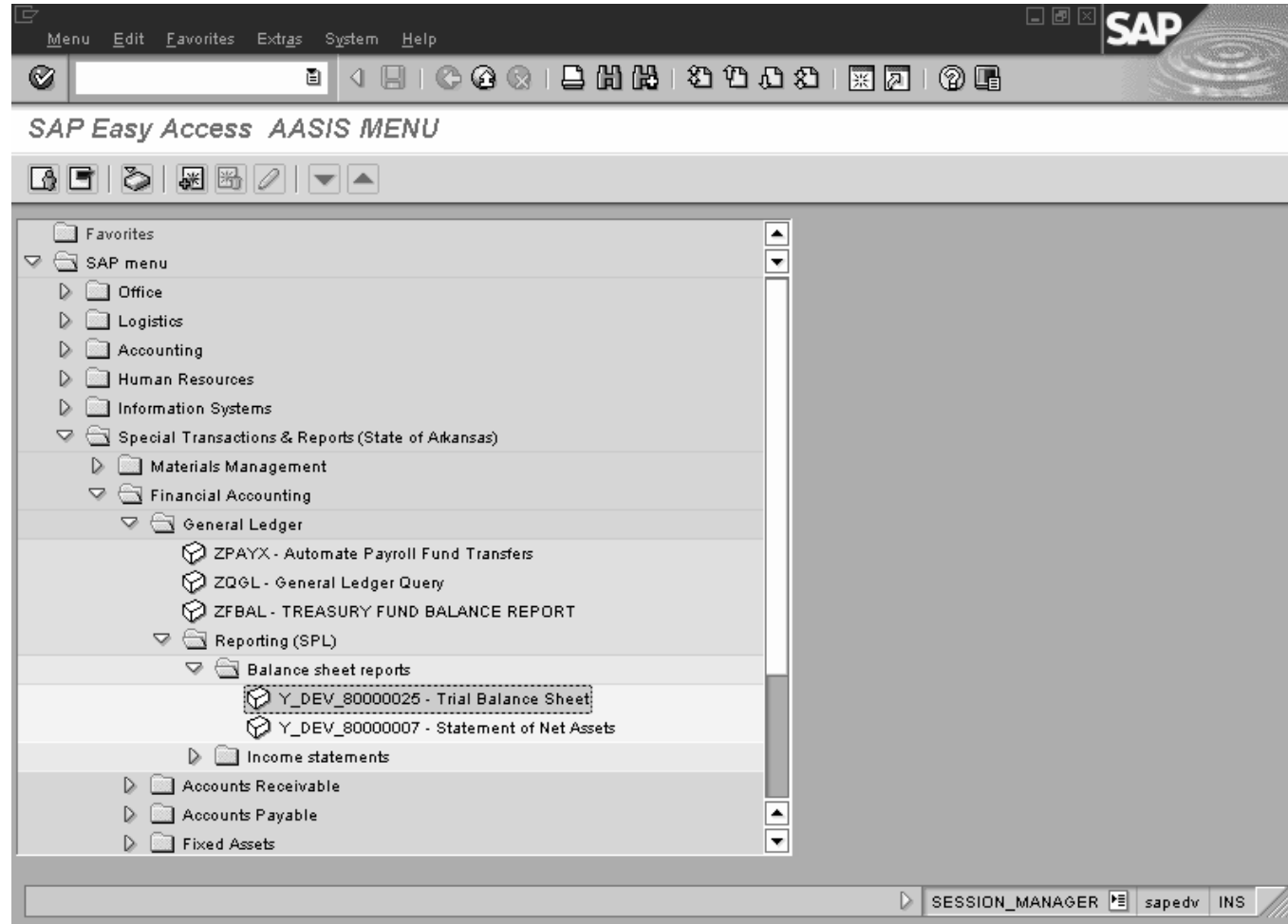
Cost Center FM Account Assignment

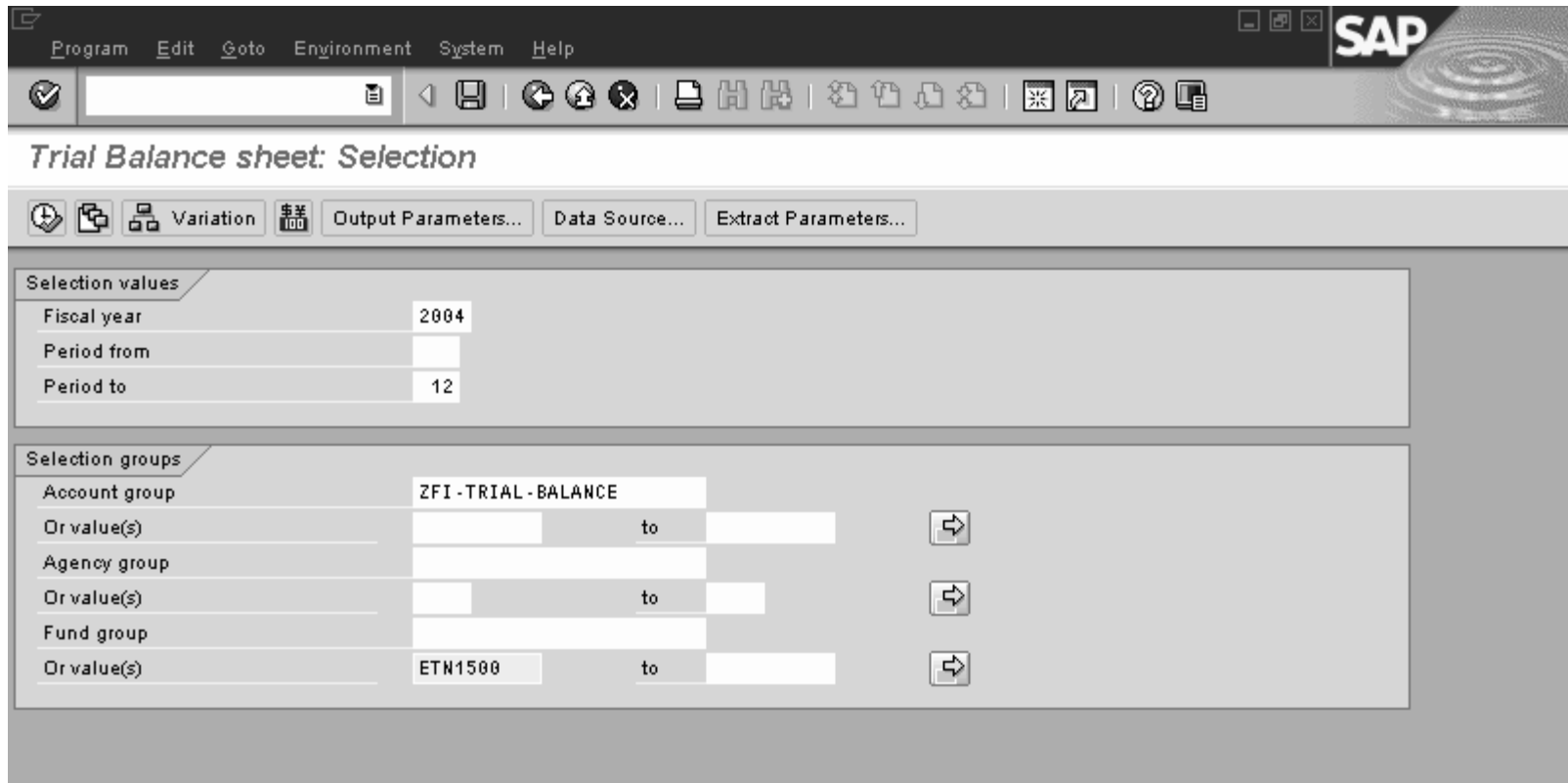
Cost Center FM Account Assignment

Cost Center	Name	Description	Business Area	Functional Area	Fund	Funds Center	Valid from	Assigned on
383201	DFA	dfa	0610	ADMN	HSC6101	272	12/03/2003	12/03/2003

If using this cost center, this is the fund and funds center that the invoice will be paid from.

Checking for Cash in the Fund with the Trial Balance





The screenshot shows the SAP 'Trial Balance sheet: Selection' screen. The menu bar includes Program, Edit, Goto, Environment, System, and Help. The toolbar contains various icons for file operations and help. Below the title bar, there are buttons for Variation, Output Parameters..., Data Source..., and Extract Parameters....

Selection values

Fiscal year	2004
Period from	
Period to	12

Selection groups

Account group	ZFI - TRIAL - BALANCE			
Or value(s)		to		
Agency group				
Or value(s)		to		
Fund group				
Or value(s)	ETN1500	to		

To check for available funds, enter the fiscal year. Period from should be blank. Period to should be the current period or 12. On the last selection line, enter the fund for which you want to obtain the balance. Execute the report.

Report Edit Goto View Extras Settings System Help

SAP

Trial Balance

Variation: Characteristics

Period

Fund

Variation: Period

* ZFIZ-TRLBAL Selection 01

000 BF

001 JUL

002 AUG

003 SEP

004 OCT

005 NOV

006 DEC

007 JAN

008 FEB

009 MAR

010 APR

Agency: *

Fund: ETN1500

Period: 0..12

	Credit	Balance
1100001000 Treasury	(285,747.31)	37,792.04
1100001001 Treasury Outgoing	(69,061.38)	(105.32)
1100001002 Treasury Incoming	(31,849.00)	0.00
1100001003 Treasury EFT Out	(1,120.00)	0.00
1100001005 Treasury Tnsfrs Out	(48,293.21)	0.00
1100001006 Treasury Tnsfrs In	(134,458.07)	0.00
* Cash in State Treasury	(570,528.97)	37,686.72
1140003000 DT/DF Clearing	(58,614.71)	(6,024.35)
* Interfund Receivable	(58,614.71)	(6,024.35)
1990150000 Equipment (Modified)	0	15,011.40
* Modified Accrual Fixed Assets	0	15,011.40
1991360000 Equipment Full CAFR	0	15,011.40
1991361000 Equip. F Contra CAFR	(15,011.40)	(15,011.40)
1992500000 AC Dep Equipmnt(Full)	(1,948.57)	(1,948.57)
* Full Accrual Fixed Assets	(16,959.97)	(1,948.57)
2110001000 Vendor AP	(43,734.09)	(79.97)
2110001100 Vendor Accrued Liab	(67.84)	(67.84)
2110002000 Employee AP	(275.98)	0.00
2111001000 GRIR Clearing	(225,915.62)	(169.46)
* Accounts Payable	(269,993.53)	(317.27)
2110003000 Due To Other Funds	(1,476.82)	0.00

The balance will be displayed in the Balance line for cash in State Treasury (or cash in bank if it is not a treasury account). You cannot pay invoices in excess of this amount.



Budgeting Information

- No matter how much cash is in the fund, you must also have the permission to spend it.
- This legal permission to spend money is given to agencies in their appropriation acts, passed by the legislature and signed by the governor.
- The permission to spend money is known as appropriation.

Budgeting Needs in Accounts Payable

- A direct invoice (without reference to a purchase order) will need budget for the entire amount of the invoice.
- A logistics invoice (with reference to a purchase order) has already had budget taken at the point of purchase.
- Logistics invoices will only need budget to the extent that the invoice exceeds the amount of budget taken in purchasing.

Budget Commitment Items

- Budget is distributed by fund and funds center, but also has another component, commitment item. This relates to the character code from the appropriation act.
- The general ledger account code entered on the invoice or purchasing document is linked to a specific commitment item.
- AASIS derives the commitment item from the GL code.

The screenshot shows the SAP 'Document Overview - Display' window. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area displays document details for a 'Vendor invoice' (KR) with the following fields:

Doc. type	: KR [Vendor invoice]	Normal document			
Doc. Number	1000091913	Company code	ARK	Fiscal year	2004
Doc. date	07/01/2003	Posting date	07/08/2003	Period	01
Ref. doc.	07/01/03				
Doc. currency	USD				

Below the document details is a table of budget commitment items. The first two columns, 'Item' and 'PK', are circled in the original image. The table has the following data:

Item	PK	Account	Account short text	Tx	BusA	Fund	Funds Center	Cost Ctr	Amount	Text
1	31	100083460	MONCA BIBLE CAMP		0080				6,000.00	AGFC-ANNUAL (#2 OF 10) LEASE F
2	40	5040005000	Rent of Facilities		0080	SD60000	259	470855	6,000.00	

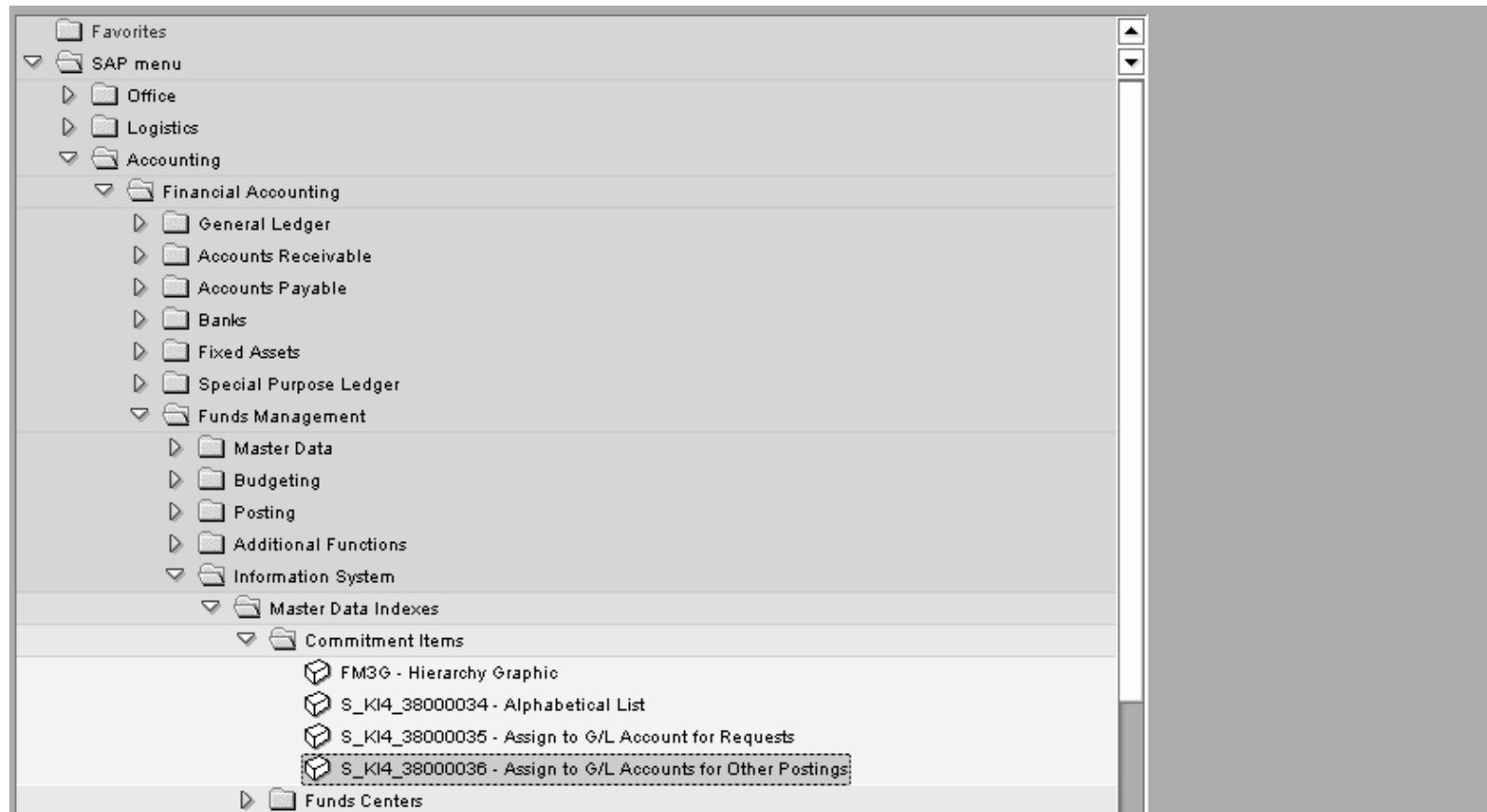


Functional Area

- Budget is also distributed by functional area.
- The functional area is derived from the cost center. There is one functional area per business area.
- The combination of fund, funds center, commitment item and functional area is called the “budget quad”.

How To Display Commitment Items and GL Account Codes

S_KI4_38000036



The screenshot shows the SAP 'Assign Commitment Items to G/L Accounts' dialog box. It is divided into two main sections: 'Report object' and 'Selection parameters'. The 'Report object' section includes fields for 'Company code' (set to 'ARK'), 'G/L account', 'Authorization group', and 'Field status group', each with a 'to' field and a selection button. Below these are checkboxes for 'G/L accounts with commit items' (checked) and 'G/L accts w/o commitment items'. The 'Selection parameters' section includes fields for 'FM area', 'Fiscal year' (set to '2005'), 'Commitment item' (set to '5050009'), 'Financial transaction', 'Item category', and 'Postable', each with a 'to' field and a selection button. A checkbox for 'Comm items w/o G/L accounts' is at the bottom. The SAP status bar at the bottom right shows 'S_K14_38000036', 'sapetr', and 'INS'.

Report object			
Company code	ARK	to	
G/L account		to	
Authorization group		to	
Field status group		to	
G/L accounts with commit items ; <input checked="" type="checkbox"/>			
G/L accts w/o commitment items <input type="checkbox"/>			

Selection parameters			
FM area		to	
Fiscal year	2005		
Commitment item	5050009		
Financial transaction		to	
Item category		to	
Postable		to	
Comm items w/o G/L accounts ; <input type="checkbox"/>			

Enter the commitment item code to view all attached GL account codes or enter the GL account code to see the commitment item code.

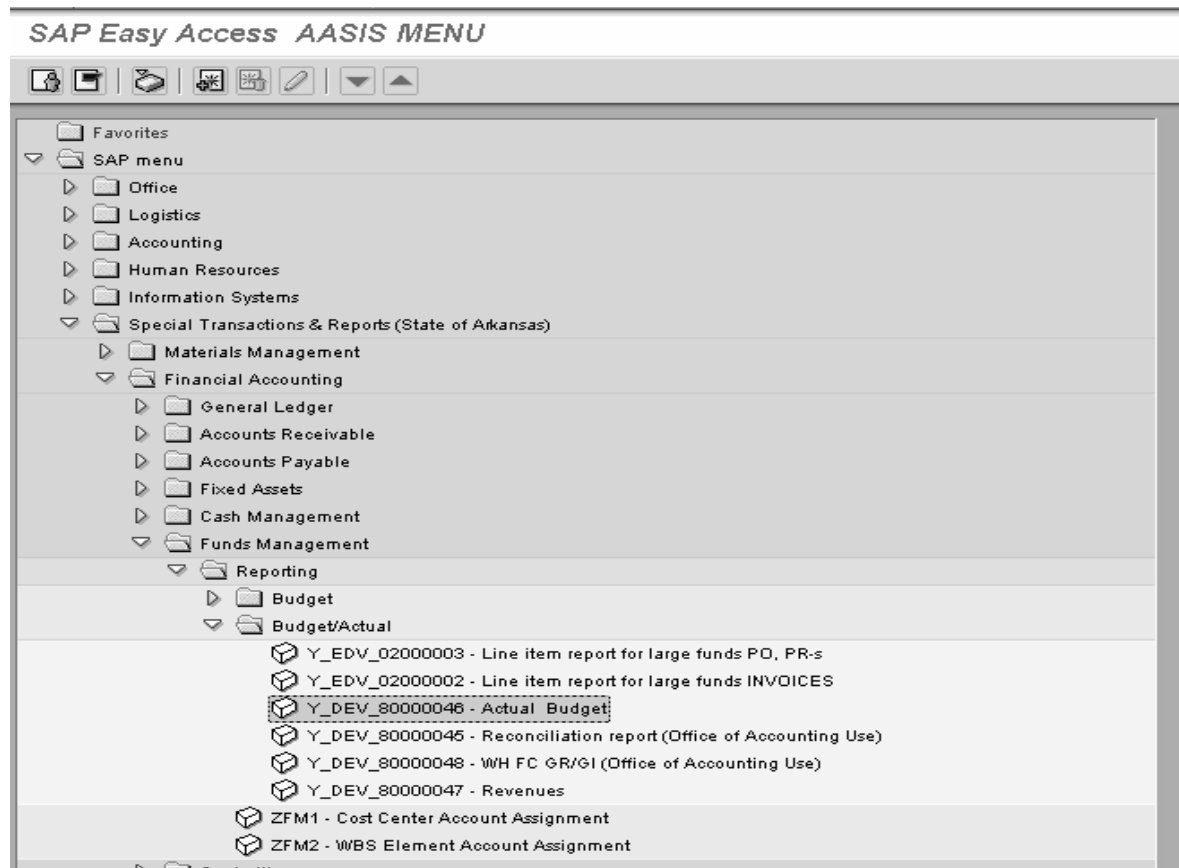
Assign Commitment Items to G/L Accounts

10/13/2004 11:20:27

CoCd	G/L Acct	Short text	G/L acct long text	Cmmt Item	Tx	Stat.CI	FMA	Year	Client
ARK	2120003097	09 Use Tax Payable	09 Use Tax Payable Remittance	505:00:09	*		ARK	2005	515
ARK	5050002000	09 Mileage	09 - Mileage	505:00:09	*		ARK	2005	515
ARK	5050004000	09 Meals & Lodging	09 - Meals & Lodging	505:00:09	*		ARK	2005	515
ARK	5050006000	09 Common Carrier	09 - Common Carrier	505:00:09	*		ARK	2005	515
ARK	5050008000	09 Charter Travel	09 - Charter Travel	505:00:09	*		ARK	2005	515
ARK	5050010000	09 Ground Transport	09 - Ground Transportation	505:00:09	*		ARK	2005	515
ARK	5050012000	09 Parking Fees	09 - Parking Fees	505:00:09	*		ARK	2005	515
ARK	5050014000	09 Other Travel Exp	09 - Other Travel Expenses	505:00:09	*		ARK	2005	515
ARK	5050016000	09 Rpt Agcy Emp Trav	09 - Reporting Agency All Travel	505:00:09	*		ARK	2005	515
ARK	5050018000	09 Conf Seminar Fees	09 - Conferences & Seminar Fees	505:00:09	*		ARK	2005	515
ARK	5050022000	09 NonStateEmp Trav	09 - Non State Personnel All Travel	505:00:09	*		ARK	2005	515

The GL Account codes are displayed along with a description and their corresponding commitment item.

Checking for Budget in the Fund with the Available Budget Report





Program Edit Goto System Help

Selection: Available Budget

Classification

Standard selections

Fund	HSC6101	to	
Key date	10/13/2004		
Funds center	272		
Year commitment item	2005		
Variant	000		
Commitment Item	5050009		

Report selections

Agency from/CustFund			
Fiscal year	2005	2005	
Period from	1	July	
Period to	13	Special period 1	

Output type

☐ Graphical report-output

☒ Classic drilldown report

Enter the Fund Code

Enter the Funds Center Code

Enter the Commitment Item Code

Current fiscal year and periods 1-13 should default



Program Edit Goto System Help

Selection: Available Budget

Classification

Execute the report.

Standard selections

Fund to

Key date 10/13/2004

Funds center 272 to

Year commitment item 2005

Variant 000

Commitment Item 5050009

Report selections

Agency from/CustFund

Fiscal year 2005 2005

Period from 1 July

Period to 13 Special period 1

Output type

☐ Graphical report-output

☒ Classic drilldown report

Report Edit Goto Navigate Extras Settings System Help

Execute Available Budget: Overview

Number format...

Available Budget Current data (10/13/2004 11:47:21)

Navigation
 Period
 Customer for fund
 Cost Center

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
Tota	50,000.00	0.00	0	50,000.00	4,246.50	0.00	45,754

Click to expand the display.

Report Edit Goto Navigate Extras Settings System Help

Execute Available Budget: Overview

Number format...

Available Budget Current data (10/13/2004 11:47:21)

Navigation
 Period
 Customer for fund
 Cost Center

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /MAINT-OPERATIONS	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
Total	50,000.00	0.00	0	50,000.00	4,246.50	0.00	45,754

Click to expand the display again.

Available Budget Current data [10/13/2004 11:47:21]

Navigation
 Period
 Customer for fund
 Cost Center

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /EXPENDITURES	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /MAINT-OPERATIONS	0.00	0.00	0	0.00	4,246.50	0.00	4,247-
ARK /HSC6101 /272 /505:00:09	50,000.00	0.00	0	50,000.00	4,246.50	0.00	45,754
Total	50,000.00	0.00	0	50,000.00	4,246.50	0.00	45,754

Available budget

The available budget is displayed. Direct invoices for this commitment item in excess of the available amount will not post. Logistics invoices have already had budget taken at the time of purchasing.

Accounts Payable Budgeting

- The budget effects of an accounts payable transaction depend on how the debt was generated.
- A debt generated in the AASIS purchasing system commits budget when the purchase requisition is saved (or purchase order if the requisition wasn't used).
- If the bill is being paid by direct invoice park and post, the budget is committed as soon as the document is parked as complete or posted.
- The amounts will be considered actual expenses for budget purposes when the available budget tables are updated after payment run is executed.

Accounts Payable Budgeting

Report Edit Goto Navigate Extras Settings System Help

Execute Available Budget: Overview

Number format...

Available Budget Current data (02/11/2004 13:10:24)

Customer for fund 998061000 AR Dept of Finance &

Navigation
Period
Cost Center

FM acct asst Displayed in	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	146,738.04	0.00	146,738-
ARK /HSC6101 /272 /EXPENDITURES	146,738.04	0.00	146,738-
ARK /HSC6101 /272 /MAINT-OPERATIONS	146,738.04	0.00	146,738-
ARK /HSC6101 /272 /502:00:02	146,738.04	0.00	2,453,262
Total	146,738.04	0.00	2,453,262

Purchase requisitions, Purchase orders, and invoices appear as commitments before they are paid.

These items are moved to the expense column after they are cleared by the payment run.



Accounts Payable Accounting

- The AASIS accounting system consists of a chart of accounts.
- The Balance Sheet accounts are Assets, Liabilities and Fund Equity. Accounts Payable is one of the Liability accounts in the Balance sheet.
- The Income Statement accounts are the Revenue, Expense, and Miscellaneous accounts. Invoice Payments can affect the expense part of the income statement.



Accounts Payable Accounting

- The Accounts payable account is a liability account.
- Other accounts that may be involved in accounts payable accounting are expense or fixed asset accounts (what you're paying for).
- The cash accounts (assets) are used when payment is made.
- In the case of logistics invoices, transactions flow through a liability account called GR/IR (Goods Receipt/Invoice Receipt).



Accounts Payable Accounting (Direct Invoice)

- When a direct invoice is entered into AASIS, the expense is debited (increased) and the vendor account is credited (increased).



Example: A direct invoice is entered for Office Depot for \$200 worth of Office Supplies.

Debits

Accounts Payable

Credits

200

Office Supplies Expense

200



Accounts Payable Accounting (Direct Invoice)

- When the payment run executes, cash is credited (decreased) in the fund and accounts payable is debited (decreased).



Example: The payment run uses cash to issue a warrant for Office Depot.

Debits	Cash	Credits
		200
	Accounts Payable	
	200	200
	Office Supplies Expense	
	200	



Accounts Payable Accounting (Logistics Invoice)

- When a goods receipt is entered into AASIS, the expense is debited and the liability is credited. The liability is recognized in the form of a credit to the Goods Receipt/Invoice Receipt Account (GR/IR).



Example: A goods receipt (MIGO) is entered for a purchase order to Office Depot for \$200 worth of office supplies.

Debits

GR/IR

Credits

200

Office Supplies Expense

200



Accounts Payable Accounting (Logistics Invoice)

- When the logistics invoice is entered, the GR/IR account is debited (decreased) and the vendor account payable is credited (increased).



Example: The logistics invoice (MIRO) is used to enter the invoice for the purchase order to Office Depot.

Debits

GR/IR	
200	200

Credits

Accounts Payable

200

Office Supplies Expense

200



Accounts Payable Accounting (Logistics Invoice)

- When the payment run is executed, the vendor account is debited (decreased) and cash is credited (decreased).



Example: The payment run uses cash to issue the warrant to Office Depot.

Debits

Cash	
	200
GR/IR	
200	200

Credits

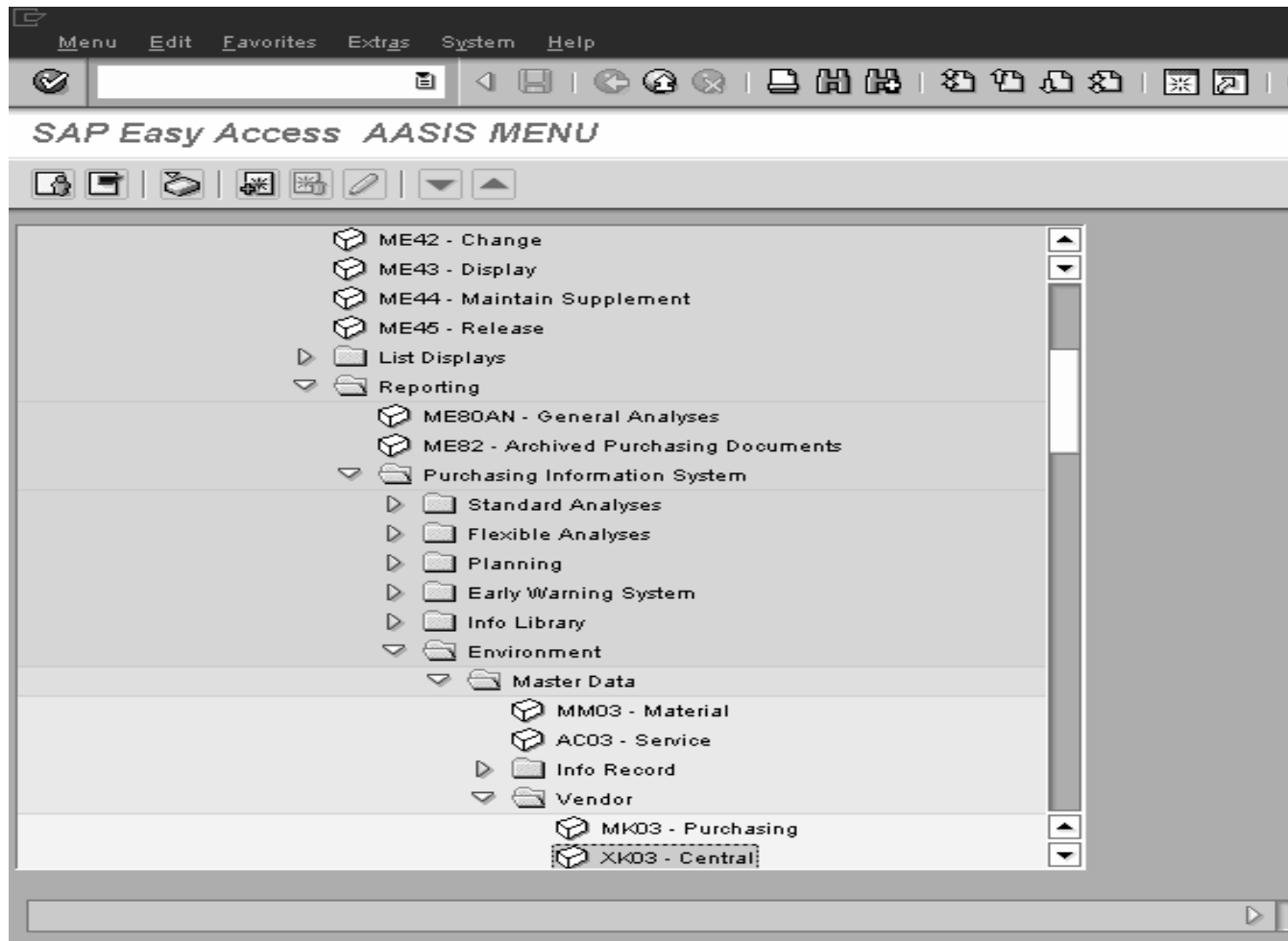
Accounts Payable	
200	200
Office Supplies Expense	
200	



Vendor Master Records

- Before you can pay a vendor, that vendor must have a master record set up in AASIS.
- The vendor's master record contains master data that all AASIS users call upon in transactions: account number, address, bank account information, and payment information. These are maintained by Office of State Purchasing.
- During the payment run, AASIS checks the vendor's master data. Certain data must be in place for the invoice to pay. All vendors must have either a street address or P.O. Box regardless of payment method chosen. For an automatic transfer payment to be made to a vendor, the vendor bank and routing data must be in the master file.

Viewing Vendor Master Records with XK03



Vendor Edit Goto Extras Environment System Help

Display Vendor: Initial Screen

Vendor: 100008947 OFFICE MAX #935

Company code: ARK State of Arkansas

Purch. organization:

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☐ Withholding tax

Purchasing organization data

- ☐ Purchasing data
- ☐ Partner functions

☒ Extended withholding tax functionality is not active

XK03 sapap09 OVR

Click the drop down box to search for a vendor



Vendor Account Number (1)

Vendors (General) Vendors by Country/Company Code

Search term

Postal Code

City

Name *goeey*

Vendor

Maximum r

Type in as much of the name as you know, surrounded by asterisks. Click the green check.

✓

Vendor Account Number (1) 1 Entry found

✓ Vendors (General) Vendors by Country/Company Code Vendors ...


✓ ✕ H H+ * ? [Printer Icon] [Copy Icon] [Paste Icon]

SearchTe...	Postal Co...	City	Name 1	Vendor
VEND	32804	ORLANDO	GOOEY AND SONS CHOCOLATE	100000133

Select the desired vendor from the list and click the green check.

1 Entry found

Vendor Edit Goto Extras Environment System Help



Display Vendor: Initial Screen

Vendor: 100008947 OFFICE MAX #935

Company code: ARK State of Arkansas

Purch. organization:

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions


Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☐ Withholding tax

Purchasing organization data

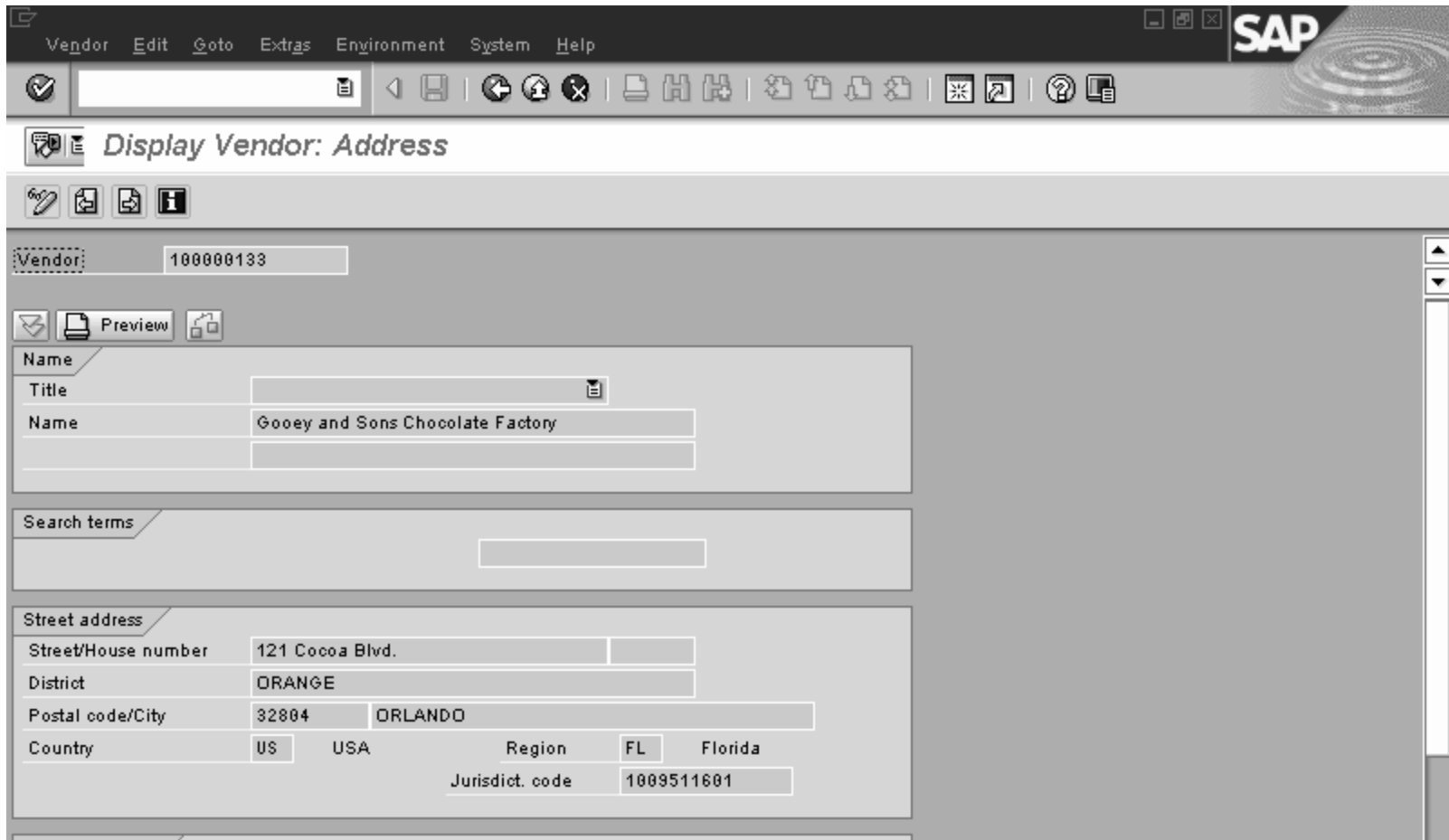
- ☐ Purchasing data
- ☐ Partner functions

Select all by clicking the selection icon and click the green check.



☒ Extended withholding tax functionality is not active

XK03 sapap09 OVR



The screenshot shows the SAP 'Display Vendor: Address' screen. At the top, there is a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Vendor: Address' and contains a 'Vendor' field with the value '100000133'. Below this are 'Preview' and 'Print' icons. The 'Name' section includes a 'Title' field and a 'Name' field containing 'Gooley and Sons Chocolate Factory'. The 'Search terms' section has a single empty text field. The 'Street address' section contains several fields: 'Street/House number' (121 Cocoa Blvd.), 'District' (ORANGE), 'Postal code/City' (32804 ORLANDO), 'Country' (US USA), 'Region' (FL Florida), and 'Jurisdict. code' (1009511601).

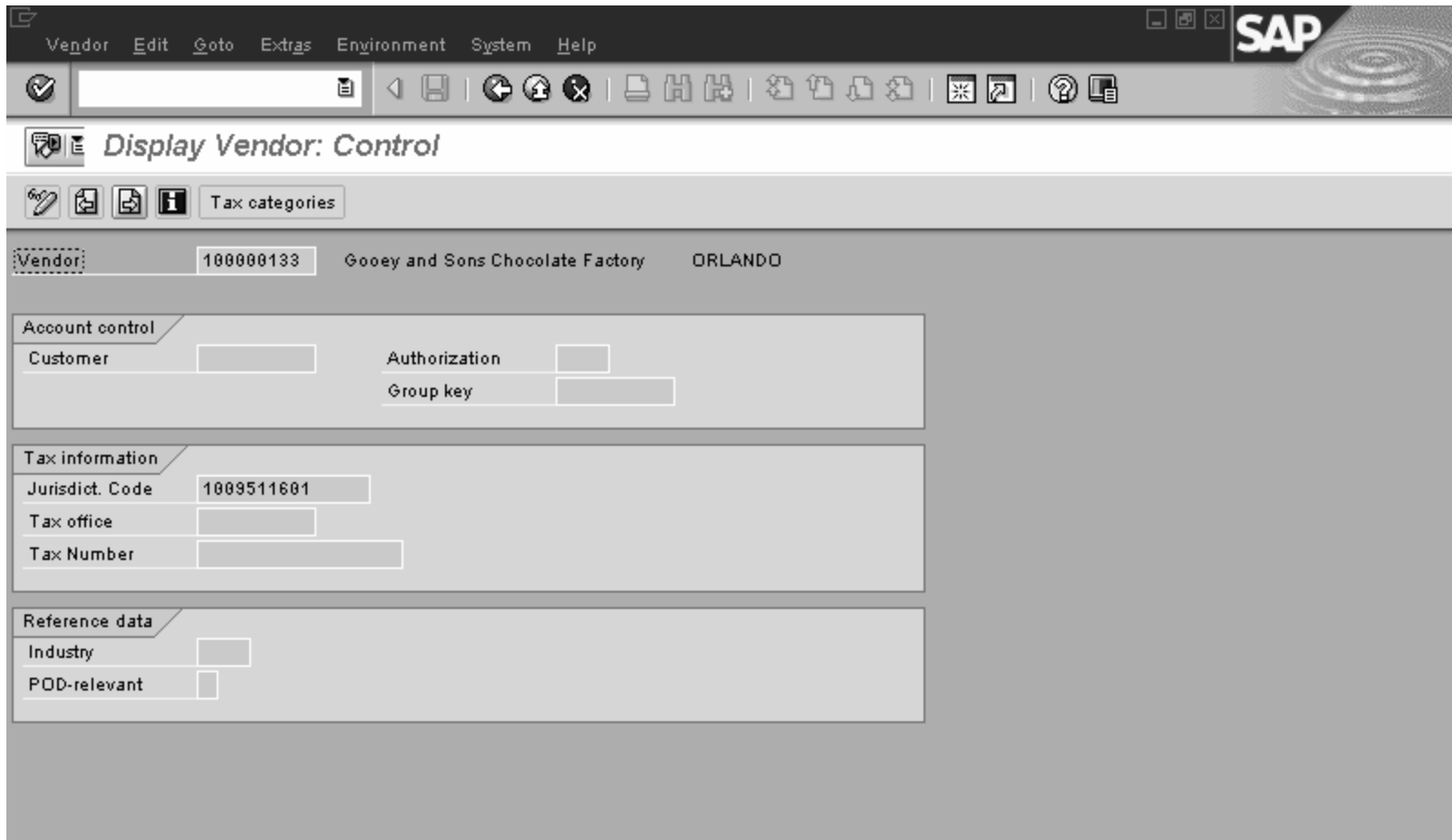
Name	
Title	
Name	Gooley and Sons Chocolate Factory

Search terms	

Street address	
Street/House number	121 Cocoa Blvd.
District	ORANGE
Postal code/City	32804 ORLANDO
Country	US USA
Region	FL Florida
Jurisdict. code	1009511601

A screen for each selection appears in order of selection. To continue viewing next screen or return to a previous screen, use the turn-page arrow icons.





The screenshot shows the SAP 'Display Vendor: Control' screen. At the top, there is a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Display Vendor: Control' is displayed. Below the title, there are icons for 'Tax categories' and a search icon. The 'Vendor' field is populated with '100000133', and the company name 'Gooney and Sons Chocolate Factory' and location 'ORLANDO' are shown. The screen is divided into three main sections: 'Account control', 'Tax information', and 'Reference data'. The 'Account control' section has fields for 'Customer', 'Authorization', and 'Group key'. The 'Tax information' section has fields for 'Jurisdiction Code' (1009511601), 'Tax office', and 'Tax Number'. The 'Reference data' section has fields for 'Industry' and 'POD-relevant'.

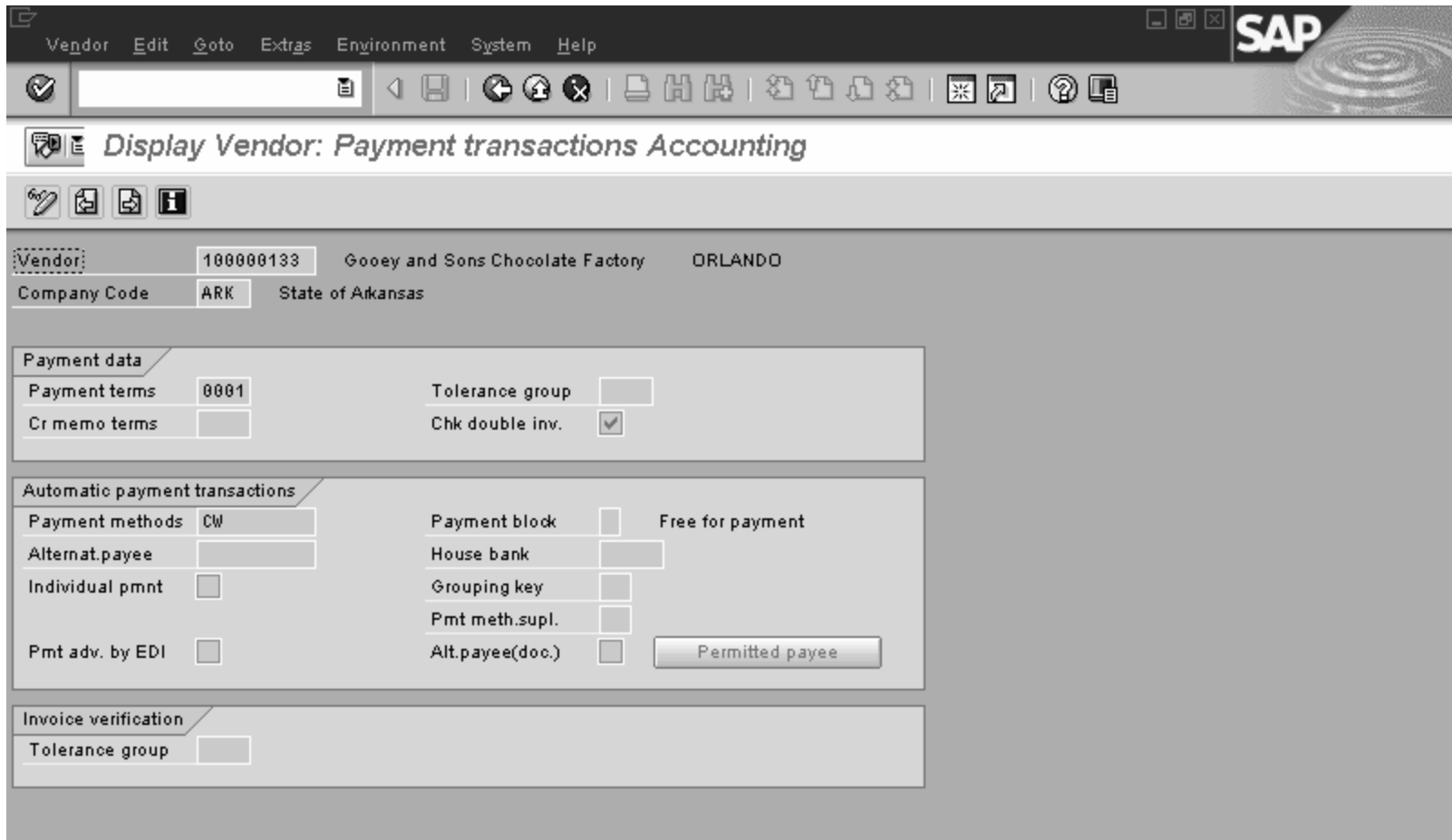
Account control	
Customer	
Authorization	
Group key	

Tax information	
Jurisdiction Code	1009511601
Tax office	
Tax Number	

Reference data	
Industry	
POD-relevant	

This screen displays the vendor's jurisdiction code. To continue viewing next screen or return to a previous screen, use the turn-page arrow icons.





The screenshot shows the SAP 'Display Vendor: Payment transactions Accounting' screen. The menu bar includes Vendor, Edit, Goto, Extras, Environment, System, and Help. The title bar shows the SAP logo. The main content area is divided into several sections:

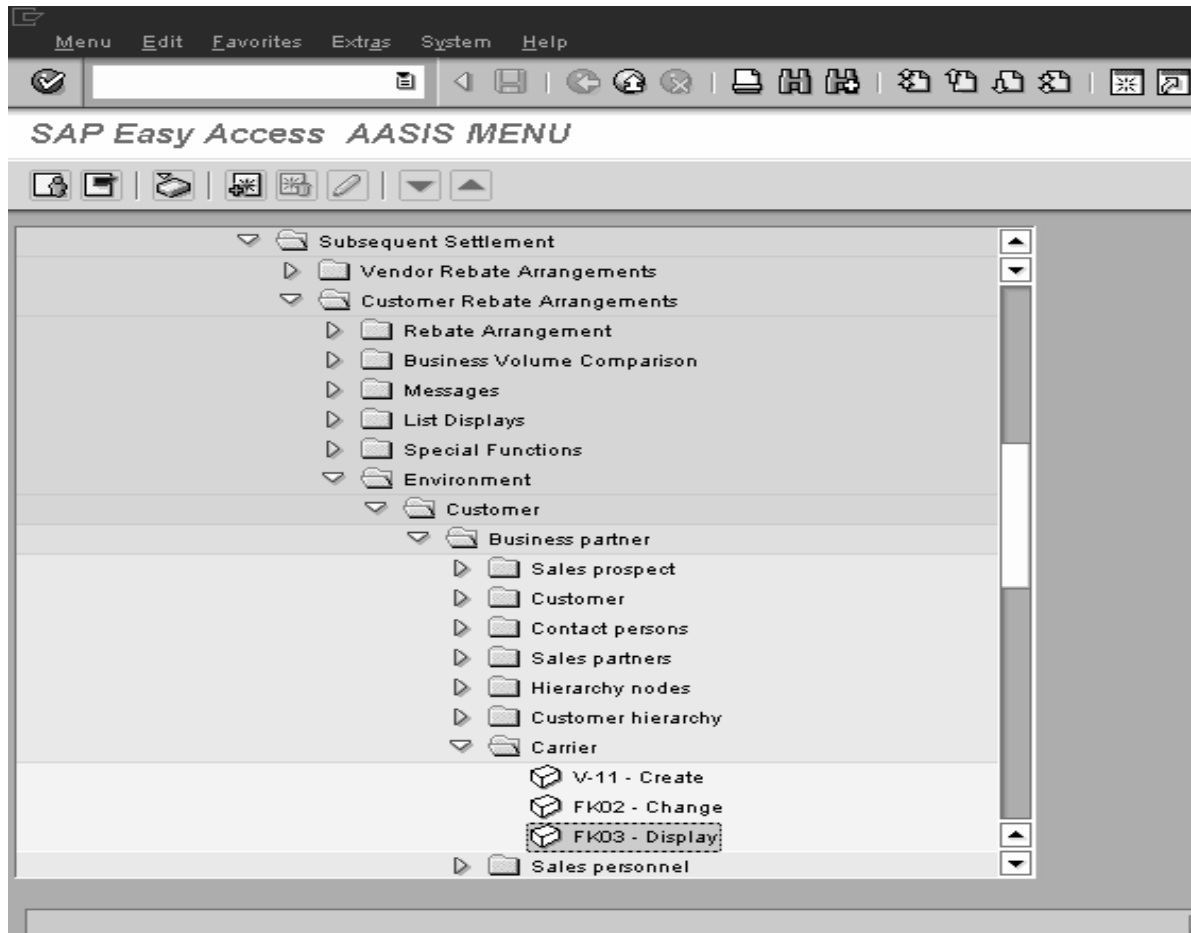
- Vendor:** 100000133, Gooney and Sons Chocolate Factory, ORLANDO
- Company Code:** ARK, State of Arkansas
- Payment data:**
 - Payment terms: 0001
 - Tolerance group: (empty)
 - Cr memo terms: (empty)
 - Chk double inv.: ☒
- Automatic payment transactions:**
 - Payment methods: CW
 - Payment block: ☐ Free for payment
 - Alternat. payee: (empty)
 - House bank: (empty)
 - Individual pmnt: ☐
 - Grouping key: (empty)
 - Pmt meth. suppl.: (empty)
 - Pmt adv. by EDI: ☐
 - Alt. payee(doc.): ☐ Permitted payee
- Invoice verification:**
 - Tolerance group: (empty)

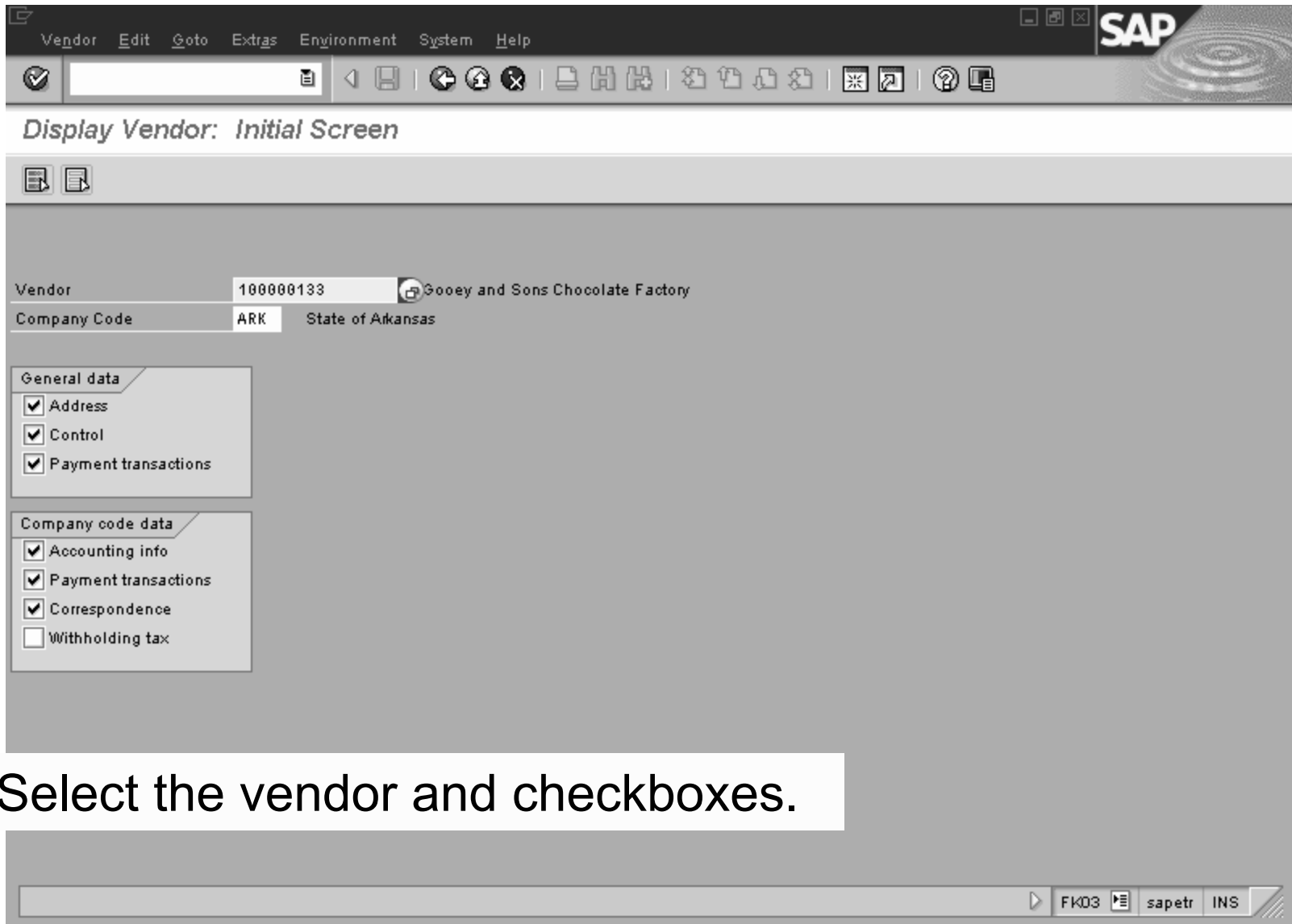
By clicking forward three screens, you can view the vendor's payment terms and payment methods (check or warrant in this example.)

Transaction FK03 –Viewing Vendor Master Records with bank data

- Transaction FK03 is provided for the Account Payable security role given to users with a valid need for viewing Tax Identification numbers and full Bank data. Steps for using FK03 are the same as for using Trans. XK03 (Topic 1-4).
- Note: selections for purchasing data are available in XK03 but are not available in FK03.
- Resulting screens from initial selections are the same as in FK03 as seen in XK03 except the Payment Transactions screen will generate full bank data.

Viewing Vendor Master Bank Data with FK03





The screenshot shows the SAP 'Display Vendor: Initial Screen'. The title bar includes the SAP logo and window controls. The menu bar contains 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar has various icons for navigation and actions. The main area displays the following information:

Vendor: 100000133 Goody and Sons Chocolate Factory
Company Code: ARK State of Arkansas

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☐ Withholding tax

The status bar at the bottom shows 'FK03', 'sapetr', and 'INS'.

Select the vendor and checkboxes.

Vendor Edit Goto Extras Environment System Help

Display Vendor: Payment transactions

Vendor 100000134 Grease Monkey LITTLE ROCK

Bank details

Ctry	Bank Key	Bank Account	Account Hold	C...	IBAN	BankT	Reference Details	C...	Name of bank
US	102818	22558899		01					Cash Keepers Bank of A

Bank data...

Payment transactions

Alternative payee

Alternative payee in document

☐ Individual spec.

☐ Spec. per reference

Permitted payee

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Bank data as displayed in FK03. Click on Bank data for more information.

A screenshot of a software window titled "Bank Data". The window contains several input fields and sections. At the top, there are fields for "Bank country" (US) and "Bank Key" (064102818). Below these is a section titled "Address" which contains fields for "Bank name" (Cash Keepers Bank of Arkansas), "Region" (AR Arkansas), "Street" (25 Piggybank St.), "City" (Little Rock), and "Bank Branch". Below the address section is a section titled "Control data" which contains fields for "SWIFT code", "Bank group", a checkbox for "Postbank Acct", and "Bank number" (064102818). At the bottom of the window, there is a toolbar with a checkmark icon, a button labeled "Change documents", a button labeled "Administrat.data...", and two icons (a document and a close button).

Additional bank information is displayed.

Use ZVENDTAXID to search for the vendor's tax ID number.

- ZVENDTAXID is provided for the security roles given to users with valid needs to search for Tax Identification number or bank account numbers only.
- Examples of a need for this include: 1) searching vendor master records using Transaction XK03 and locating more than one vendor with the same name; 2) searching vendor master data using XK03 and finding a single vendor with several AASIS vendor numbers; 3) awareness that a vendor may have changed their Federal Tax I.D. number; and, 4) verifying vendor tax information on contracts.

Program Edit Goto System Help

SAP

Taxid Search

Be sure VEND is the Vendor account group.

Program selections	Vendor account group	Account number of vendor or	Name 1	City	Postal Code	Tax number 1	Tax number 2	House number and street
	VEND			LITTLE ROCK				

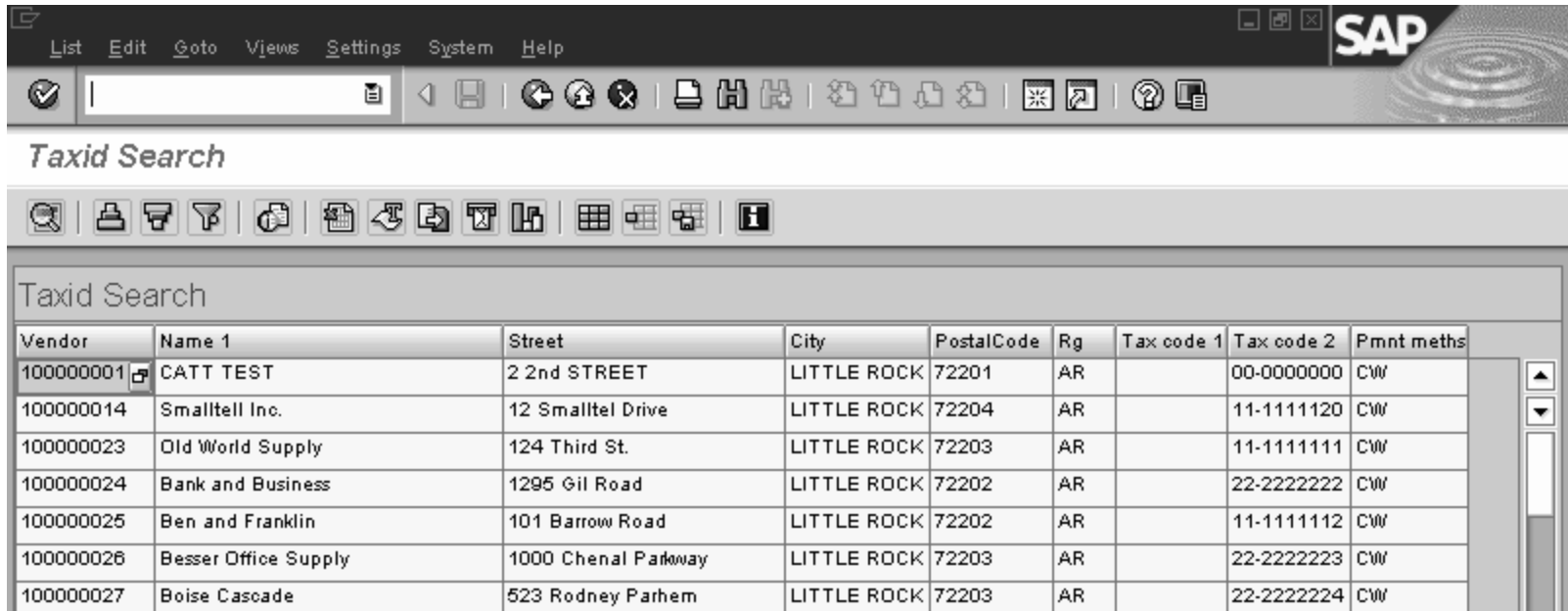
Further processing options

☐ No further processing
☐ Display as table
☐ Graphics
☐ ABC analysis
☐ Executive Info System (EIS)
☐ Additional query functions
☐ File store
☐ Save with ID

☒ Interactive list
☐ Word processing
☐ Spreadsheet

Execute

Note: When using Name 1 field, wild character asterisk * may be used. Name 1 is a case sensitive field.



Taxid Search

Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths
100000001	CATT TEST	2 2nd STREET	LITTLE ROCK	72201	AR		00-0000000	CW
100000014	Smalltel Inc.	12 Smalltel Drive	LITTLE ROCK	72204	AR		11-1111120	CW
100000023	Old World Supply	124 Third St.	LITTLE ROCK	72203	AR		11-1111111	CW
100000024	Bank and Business	1295 Gil Road	LITTLE ROCK	72202	AR		22-2222222	CW
100000025	Ben and Franklin	101 Barrow Road	LITTLE ROCK	72202	AR		11-1111112	CW
100000026	Besser Office Supply	1000 Chenal Parkway	LITTLE ROCK	72203	AR		22-2222223	CW
100000027	Boise Cascade	523 Rodney Parhem	LITTLE ROCK	72203	AR		22-2222224	CW

The report displays the vendor number, name, address, tax information and payment method and bank account number.

100000070	Ticketronic Ticket Printing	2121 Inkpot Ave.	LITTLE ROCK	72204	AR		33-3330004	CW
100000071	Calo-Cola Bottling Co.	2977 Carbo Rd.	LITTLE ROCK	72209	AR		44-4440004	CW
100000073							4-4440005	CW
100000074							3-3330006	CW
100000075							4-4440006	CW
100000076							3-3330007	CW
100000084							3-3330011	CW

Payment methods: A – Automatic Payment;
C – Check Payment; W – Warrant

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Rxn Project Selector

Use ZVENDBANK to search for the vendor's bank account number.

- You can search for vendors by bank account number using Transaction ZVENDBANK. This transaction will not give users access to the vendor's full bank account data - only the account number. You can search by a known tax i.d. number, or search for tax i.d. numbers using Vendor name, street address, city, state, or zip code.
- Use ZVENDBANK to troubleshoot an unpaid invoice which included automatic (A) payment method. Transaction ZVENDBANK will verify whether an actual bank account number exists in the vendor's master record.

Program Edit Goto System Help

Bank Acc Search

Program selections

Vendor account group VEND to

Name 1 to

City SAN DIEGO to

Postal Code to

Region (State, Province, Country) to

Tax number 1 to

Tax number 2 to

House number and street to

Purchasing organization 9999 to

Vendor's account number to

Further processing options

☐ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☒ Interactive list

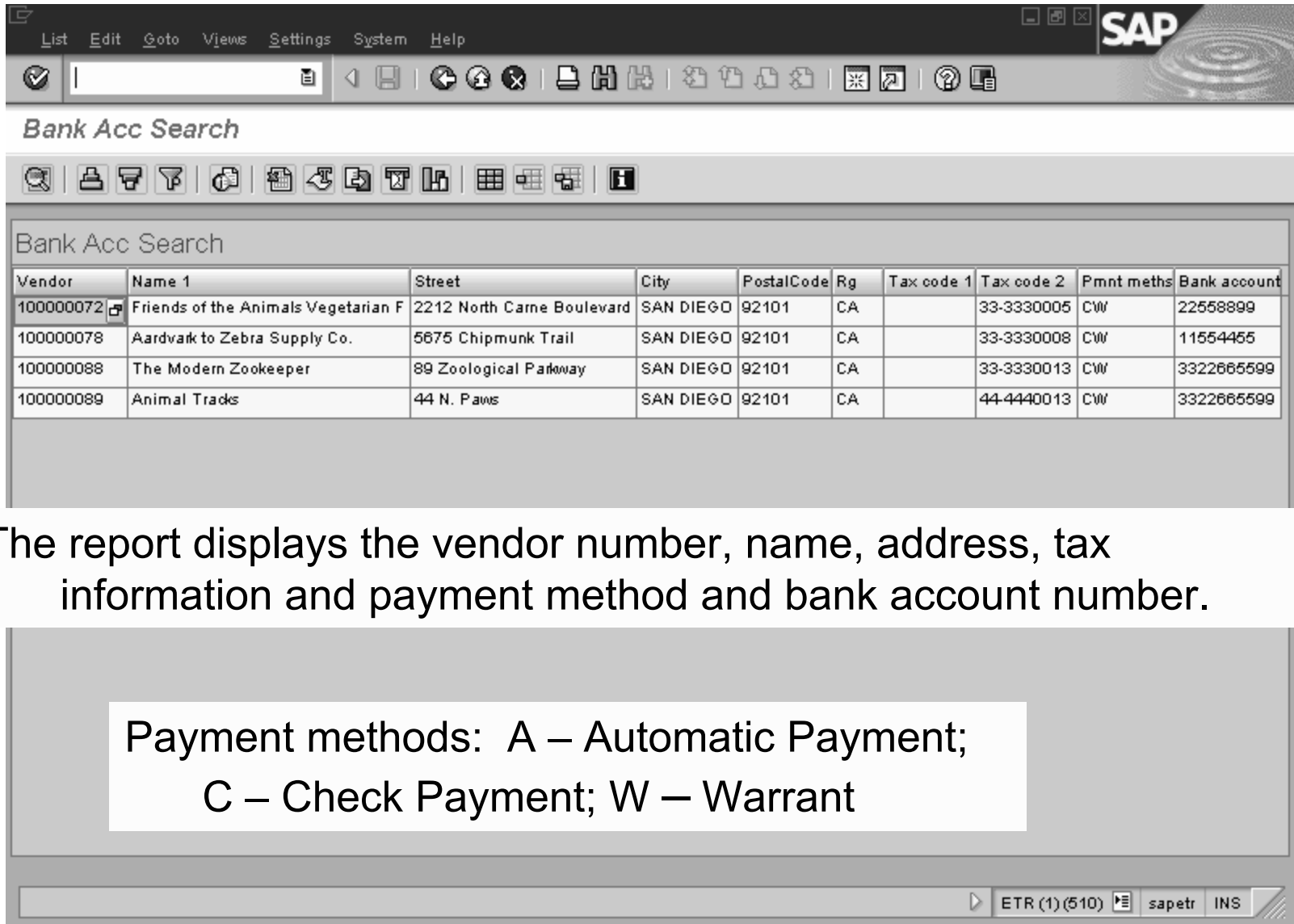
☐ Word processing

☐ Spreadsheet

Leave default "9999" in Purchasing organization field.

Enter at least one other search criteria to limit search. Execute

Note: When using Name 1 field, wild character asterisk * may be used. Name 1 is a case sensitive field.



The screenshot shows the SAP Bank Account Search report. The title bar includes the SAP logo and standard window controls. The menu bar contains List, Edit, Goto, Views, Settings, System, and Help. The toolbar has various icons for navigation and actions. The report title is 'Bank Acc Search'. Below the title is a toolbar with icons for search, print, filter, and other functions. The report data is displayed in a table with the following columns: Vendor, Name 1, Street, City, PostalCode, Rg, Tax code 1, Tax code 2, Pmnt meths, and Bank account. The data rows show four vendors: Friends of the Animals Vegetarian F, Aardvark to Zebra Supply Co., The Modern Zookeeper, and Animal Tracks, all located in San Diego.

Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths	Bank account
100000072	Friends of the Animals Vegetarian F	2212 North Carne Boulevard	SAN DIEGO	92101	CA		33-3330005	CW	22558899
100000078	Aardvark to Zebra Supply Co.	5675 Chipmunk Trail	SAN DIEGO	92101	CA		33-3330008	CW	11554455
100000088	The Modern Zookeeper	89 Zoological Parkway	SAN DIEGO	92101	CA		33-3330013	CW	3322665599
100000089	Animal Tracks	44 N. Paws	SAN DIEGO	92101	CA		44-4440013	CW	3322665599

Payment methods: A – Automatic Payment;
C – Check Payment; W – Warrant

ETR (1) (510) sapetr INS

The report displays the vendor number, name, address, tax information and payment method and bank account number.